

## **Job Description for Tudor S.C. Treasurer**

### *Overview*

The Treasurer reports to the Executive committee and is responsible for keeping accurate records of financial transactions conducted by TSC. At the end of the club's financial year, the Treasurer prepares a report of accounts to the membership and proposes any changes to fees to ensure the financial liquidity of the club in the coming year(s).

This appointment is made by the Executive committee, not by election at AGM and the appointment is reviewed every two years to confirm that the incumbent wishes to continue and that the Exec committee is happy that the current treasurer is performing to the standard required.

### *Job Description*

The core activities are as follows:

- Collect, record and bank all income in the forms of cheques and cash
- Set up payment methods and maintain them for key club services, such as rates, electricity, etc.
- Pay valid expense claims for members and others providing club services
- Manage the club's bank accounts to ensure transactions can be fulfilled without incurring unnecessary fees
- Keep records of all transactions using an online accounting system and provide access and information to assist other Exec members to perform their roles
- Produce account reports on completion of the club's financial year in a conventional profit & loss and balance sheet format.
- Arrange for verification of the accounts to a level of detail defined by the Exec committee
- Assist Exec members with budget preparation and propose member fees for the coming year based upon forecast income and expenditure.
- Attend Exec committee meetings, normally held on the 3<sup>rd</sup> Monday of each month.

Whilst the treasurer has responsibility for the finance activities, many of these are delegated, such as membership invoicing (done by the club secretaries) and bookkeeping (done by a professional bookkeeper).

### *Personal profile*

The volunteer for the role of treasurer should be proficient in the use of computer technology and have reasonable knowledge of standard finance practice and basic mathematics.